



## **JOB DESCRIPTION**

Title: **PAYROLL COORDINATOR**  
Department: Administrative Services/Finance  
Class Code: 5051  
FLSA Status: Non-Exempt  
Effective Date: June 1, 2008 (Rev. 09/2008)  
Grade Number: 15

### **GENERAL PURPOSE**

Under the general supervision of the Finance Director, performs a variety of professional accounting work with emphasis in technical tasks related to payroll and preparation of payroll financial reports, statements, and special financial analysis.

### **EXAMPLE OF DUTIES**

- \*-- Coordinates the daily operation of the City's payroll system; review all additions, deletions and changes in payroll information for accuracy.
- \*-- Receive and review payroll records ensuring compliance with City policies, procedures, and regulations; enter payroll into system; process, calculate, and post a variety of payroll actions including wage garnishments, benefits withholding, payroll liability claims, overtime hours, and worker's compensation claims; prepare, balance and correct payroll reports.
- \*-- Maintain a variety of files and records related to the City's payroll system; enter new employees, retirements, and terminations; make permanent payroll employee changes to benefits, taxes, address, deductions; accruals, and add pays; post to payroll computer system.
- \*-- Prepare bi-weekly payroll and all related payroll reports including tax deposits, 941 quarterly filings, and W-2's and other year-end reports.
- \*-- Post entries from supportive records and balance against other records.
- \*-- Check records and papers for clerical and arithmetic accuracy, completeness, and compliance with established standards and procedures.
- \*-- Investigate employee complaints concerning direct deposit accounts by researching City payroll documents and following up with banking institutions.

- \*-- Reconcile retirement system report to payroll; make adjusting entries; serve as liaison between the City and retirement system regarding retiring employees' final compensation year(s); process the City's retirement report; verify changes to earning to be reported; make necessary adjustment.
- \*-- Prepare accounting records and financial and statistical reports.
- \*-- Research and analyze regulatory updates and other information impacting the payroll system; implement required changes to system.
- \*-- Serve as liaison with financial institutions, auditors and City departments and offices regarding payroll-related issues.
- \*-- Prepare and adjust journal entries to balance payroll accounts; prepare transfers.
- \*-- Aid independent auditors in their performance of annual audit; answer questions, locate materials, explains procedures and policies as requested.
- \*-- In absence of City Treasurer performs administration in receiving, receipting, accounting for and custody of City cash; keeps detailed account of all monies received by the City, prepares bank deposits and reconciles accounts with other accounting personnel.
- \*-- Processes requisitions on the HTE system for the Department.
- \*-- Compiles, types and maintains department records; responds to technical questions from the public and gives them necessary information.
- \*-- Collaborates with MIS programmers in the production of payroll reports as well as correction of software problems that arise in the payroll process.
- \*-- Responsible for initiating and maintaining records in the event of an extreme emergency or disaster.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associates degree in Accounting, Business or closely related field plus two years of full-time payroll preparation and processing experience or an equivalent combination of education and experience.
- Preference given for advanced experience in computer information systems.

Special Requirements

- Must be bondable

Necessary Knowledge, Skills and Abilities

- Working knowledge of payroll policies and procedures, federal and state statutes pertaining to FLSA, Utah State Retirement System, deferral programs, tax status, and wage reduction programs; computer operations.
- Some knowledge of personnel procedures and regulations.
- Skill in the use of modern office equipment including computer hardware and applicable software; skill in the use of a calculator.
- Ability to apply modern accounting principles and procedures in a government setting; ability to keep routine financial records and to prepare routine financial reports; ability to communicate effectively verbally and in writing; ability to create effective working relationships with employees and other departments.

**TOOLS & EQUIPMENT USED**

- Personal computer, including spreadsheet and word processing software; central financial computer system, telephone; 10-key calculator; copy machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.